



# CITY OF NEW ORLEANS CITY PLANNING COMMISSION

## Recordation and Final Approval Procedures for Conditional Uses

<b>Step 1</b>	<p>Following City Council action and the issuance of a Final Ordinance, the applicant must revise the previously submitted drawings in accordance with items 1 and 2 as listed below:</p> <ol style="list-style-type: none"><li>1. The text of the waivers and provisos contained in the Final Ordinance granting approval of the Conditional Use must be printed verbatim on the title page of the drawings to be granted final approval.</li><li>2. Compliance with the waivers and provisos should be graphically illustrated on the plans. If the review and approval of other departments is required, it should be indicated by stamps and signatures on the plans submitted to CPC for approval and/or a letter indicating their approval.</li></ol> <p>Once the plans have been revised, the applicant shall submit two (2) sets of the revised drawings to the CPC staff for final approval.</p>
<b>Step 2</b>	<p>Upon notification from the staff of CPC that the drawings have been approved and signed by the Executive Director of the City Planning Commission, the applicant will pick-up the original drawings and the transmittal form from the City Planning Commission</p>
<b>Step 3</b>	<p>The applicant will make five (5) copies of the signed drawings.</p>
<b>Step 4</b>	<p>Five (5) sets (plus the original) set are taken to the Notarial Archives and the Office of Conveyances (Amoco Bldg, 1340 Poydras St., Suite 500 &amp; 400) for recordation. A fee is assessed by the both offices (1 set is retained by Notarial Archives).</p>
<b>Step 5</b>	<p>One (1) copy of the recorded plan needs to be returned to the City Planning Commission for distribution.</p>
<b>Step 6</b>	<p>Two (2) copies of the recorded plans are to be taken to the Department of Safety &amp; Permits to obtain permits.</p>
<b>Step 7</b>	<p>Two (2) sets of recorded plans remain with the applicant.</p>